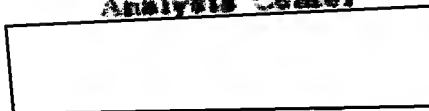


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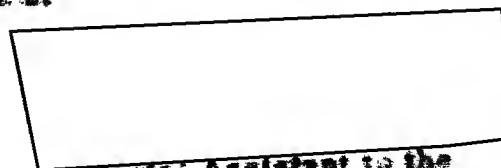
MEMORANDUM FOR: Director of Computer Services
Director of ELINT
Director of Research and Development
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Foreign Missile and Space
Analysis Center



SUBJECT: Proposed Change to Project Officers Handbook

1. The Office of Logistics has been working to extend the use of the form which provides instruction to the Procurement Division for placing contracts so this same form may be used by the requester to obtain other related services. The Project Officers Handbook provides guidance for completing a form peculiar to this Directorate (DD/S&T Form 2416). In anticipation of the issuance in the near future of a revision to Agency Form 2420 to include and extend the usefulness of 2416, the attached draft revision to the Handbook is provided for your information and comment. This revision has been coordinated with the Procurement Division and should permit the new form to be adopted within the Directorate with a minimum of inconvenience. It is planned that the Handbook revision will be issued to all Handbook holders concurrently with the introduction of the revised Form 2420.

2. Please let me have your comments and recommendations by 19 April if you foresee any problems.



Special Assistant to the
DD/S&T

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be filled out with the information available.

Proposal

The Contract Package must include a copy of the proposal, except when security precludes including the proposal, notation should be made on Form 2420 that the proposal will be made available on a "need-to-know" basis by the Project Officer. In those instances in which competitive bids were submitted, copies of the losing proposals should accompany the Contract Package so they can be forwarded for retention by Office of Logistics in accordance with the requirements of

25X1A

Form 2420

This form is designed to provide items of information pertaining to the Contract Package to the Procurement Division of the Office of Logistics. In addition to providing information on normal R&D contracts, the form has been designed to accommodate requests for repair, maintenance, and modification services which may be paid for from R&D funds as well as the regular research and development tasks. The signature of the approving officers on this form constitutes approval and direction for the implementation of the proposed action. For this reason this form identifies the proposal, provides

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budgetary identification numbers, etc., and the certification by the Budget Officer that the necessary funds are available. The numbered blocks of Form 2420, found on the next page, identify the detailed description of how to complete the form which follows:

1. Off/Div/Br.

This section identifies the Office, Division and Branch in which the contract package originates.

2. Request No.

This number is provided by the Budget, Finance Officer. The Financial Account No. (FAN No.) and the Memorandum Application Record (MOR No.) comprise the Request No.

3. Date of Request

The date the Project Officer submits the request.

4. Funds Certification

The Office Budget Officer will fill in the financial information and sign to indicate that funds are available.

5. Project Title/Crypt

A short name of the project and/or the cryptonym for the project.

6. Project Officer

Project Officer's name.

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REQUEST TO PROCUREMENT DIVISION FOR SERVICES

(other than property or building maintenance and repairs)

OFFICE/DIV. R	REQUEST NO.	DATE OF REQUEST	I CERTIFY THAT funds in the estimated amount of \$ _____ are available. Charge to FAN	
1	2	3	4	
PROJECT TITLE	PROJECT OR CONTACT OFFICER	EXTENSION	SIGNATURE OF BUDGET OFFICER	DATE
5	6	7	8	9
CONTRACTOR (if known)	PROPOSAL NO. AND DATE	CONTRACT & TASK ORDER NO. (if known)		
8	9	10		

TYPE OF SERVICE REQUESTED		APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS		
11		12		
RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable)	TECHNICAL INSPECTION IS REQUIRED BY		
GRANT		<input type="checkbox"/> RECEIVING DEPOT T & I <input type="checkbox"/> TECHNICAL MONITOR		
REPAIR		<input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT:		
MAINTENANCE		ITEMS TO BE REDELIVERED TO:		
MODIFICATION				
OVERLAP	CONTRACT CLASSIFICATION	WORK CLASSIFICATION	HARDWARE CLASSIFICATION	REPORTS CLASSIFICATION
SS 0				
SS 1 13	14	14	14	14
SS 2				

SHORT SUBSTANTIVE TITLE AND/OR DESCRIPTION OF SERVICE TO BE PERFORMED

15

(See reverse for specific information required on R&D requests.)

DESIGNATION	APPROVAL SIGNATURE	16	DATE
DATE RECEIVED IN PD	RECORDED BY	PROCUREMENT DIVISION USE	NEGOTIATOR
		SECTION ASSIGNED TO	

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7. Phone

If available, both white and red numbers should be listed.

8. Contractor

The standard name of the contractor and his address should be used.

9. Proposal No. /Date

The purpose of this information is to provide explicit identification of the proposal. Most organizations have some sort of numbering system for their proposals, and if available this should be listed along with the date of the proposal.

10. Contract & Task Order No.

If the preceding contract or Task Order No. is known, supply this information here. If not known, indicate "UNK", or if not applicable as in the case of a new contract insert "N/A".

11. Type of Service Requested

Indicate type of service desired by a check mark. If transfer of funds to another government agency is involved, check the appropriate block.

12. Applicable Only to Repairs and Modifications

Fill in the desired information.

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13. Sterility

25X1A The Sterility Code is indicated here - see the Procurement Handbook

14. Cont. Class., Work Class., Hardware Class., Reports Class.

The recommended security classification for the contract, the work, the equipment which may be produced under the contract, and the reports should be shown in these blocks. In those cases where hardware, for example, is not going to be produced under the contract, the symbol "N/A" should be inserted to show that classification is not applicable.

15. Short Substantive Title and/or Description of Service to be Performed

In the case of R&D contracts and grants, fill in this space with "See attached proposal and/or R&D catalog". No further information need be supplied. For repair, maintenance, or modification, specific instruction may be inserted here if appropriate proposals are not attached.

16. Approval

Office, Directorate, and Agency approval blocks are provided. Signatures of the approval authority in accordance with the dollar value of the contract will constitute authorization for the Procurement Division to proceed with the procurement.

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17. Justification for Source Selection

In those actions in which a competition has been held, a copy of the details of the source selection should be attached for retention by the Procurement Division. In the case of sole source, procurement justification may be attached, or if the reasons are very simple, this information may be provided in the blank space. Such brief justification is anticipated, for example, in the case of follow-on study contracts where spare parts are being procured from the organization which originally built a piece of equipment.

18. Proposal

The proposal is normally attached to the 2420 as an enclosure to the Contract Package. If, because of sensitivity or other reasons, the proposal is not attached, information should be included in this block indicating who has possession of the proposal and how it is to be obtained, e. g., "Limited access - proposal retained by Project Officer."

19. Deliverable Items

Indicate the items whose receipt is anticipated as a result of the proposed contract. During contract negotiations this may be modified and appropriate changes should be made in the Contract Information System as appropriate.

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20. GFE

If any Government-furnished equipment is required to support the contract, the equipment should be listed and justification presented in an attachment together with an indication of what arrangements should be made for providing this equipment to the contractor. If GFE is not required, the symbol "N/A" indicating not applicable should be inserted in this block.

21. Special Instructions

In those cases where only parts of a proposal are applicable and in other special situations, special instructions should be prepared for use by the Procurement Division and attached to 2420. If no special instructions are required, "N/A" should be inserted in this block.